

**Department Of Correction**

Official Title:     **Student Intern**

Position Type:   **Internship**

Posting ID #: 008

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:  
**50 Maple Street  
Milford, MA 01757**

Internship Track:  
**Volunteer Services**  
Hours/Schedule:  
**Flexible**  
Duration:  
**Full Semester**

Position Description:

**This position will provide general support to the Program Services Division and may conduct research related to inmate programs to include the review of institution/agency policies and procedures, as well as other related documentation that will assist the Director during the implementation of inmate programs. . The person assigned to the position will be given an opportunity to work closely with staff in the unit in order to gain a solid understanding of program and reentry services and the importance of these as they relate and help to reduce recidivism.**

Responsibilities/Major Duties:

**Assist the Director of Program Services or their designee with the development of new and existing programs with the intention of reducing offender recidivism.**

Preferred Qualifications:

**Applicant should be conscientious; details oriented and feel comfortable in a correctional setting. The right applicant will be open-minded and willing to learn new things. A general understanding of the rules, regulations, policy and procedures governing the Department of Correction is preferred. It is also preferred that the applicant for this position be comfortable gathering information by asking questions. Lastly, the applicant should possess excellent interpersonal skills, the ability to work in a confidential environment and be someone who works well with others. Have the ability to travel to and from various prisons and headquarters.**

**How to apply:**

**Mail Internship Application to:**

Monserrate Quinones  
50 Maple Street, Milford, MA 01757  
Fax: (508) 422-3624

**For additional information or questions, please contact:**

Monserrate Quinones at (508) 422-3646 or email at [monserrate.quinones@state.ma.us](mailto:monserrate.quinones@state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**